



King County

Internship Policies and Procedures Manual

King County Guide for Employing Interns

DEPARTMENT OF EXECUTIVE SERVICES

HUMAN RESOURCES DIVISION

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OVERVIEW- EMPLOYING INTERNS

This policy and procedure manual is a resource guide for managers, supervisors, and human resources professionals. It provides guidance in hiring interns. Interns include administrative interns (students and veterans), volunteer interns, and work study students.

Contingent workers provide needed staffing assistance but may only be used to provide work of a temporary nature. King County Code 3.12A.010 provides:

...both operational efficiency and fair and equitable employment practices are advanced by the use of regular, career service employees where appropriate. Therefore, it is the policy of King County to have ongoing, relatively stable, and predictable bodies of work necessary to the provision of services to the public performed by career service employees, and to minimize its use of part-time and temporary employees.

It is the responsibility of executive agencies to ensure the appropriate use and approval of contingent workers. In partnership with executive agencies, the Department of Executive Services (DES), Human Resources Division (HRD) performs periodic audits of the use of contingent worker requests to ensure the appropriate use of contingent workers and to verify code compliance. To ensure appropriate designation of its workforce, the county establishes policies and guidelines for the administration of its contingent workforce as set forth in the contingent worker manual. This manual provides specific guidance on hiring interns.

A. EFFECT OF INTERN POLICY

The provisions of the Internship Policies and Procedures Manual confer no new privilege, right of appeal, right of position, transfer, demotion, promotion, recall, reinstatement nor any other employment right or benefit for any individual. This manual does not constitute an express or implied contract. It provides general guidance that cannot form the basis of a private right of action. The principles and procedures set forth in this manual are subject to change and may be modified, suspended or revoked without notice in whole or in part.

B. DEFINITIONS

Terms appearing throughout the Internship Policies and Procedures Manual are defined in Appendix A: Definitions.

C. RESOURCES FOR ADMINISTERING CONTINGENT WORKER PROCESSES

The Human Resources Operations and Consulting Services (HROCS) team oversees the contingent worker process. For additional information and guidance on how to administer contingent workers, contact HROCS team members at CCQA@kingcounty.gov.

The Contingent Worker Manual is available online in the Outlook Public Folders/Human Resources/Policies & Guidelines/Contingent Workers and on the intranet at <http://hrd.metrokc.gov/policy.htm>.

Part I ADMINISTRATIVE INTERN – STUDENT INTERN

A. PURPOSE

King County supports internship programs that provide growth and learning opportunities to students in high school, college and trade schools. This section provides the policy and processes for aiding executive agencies in hiring and managing their paid student internship programs.

Student interns are involved in education or training programs designed to provide students with professional experience in the furtherance of their education and training and are academically oriented for their benefit. Internships assist students in reaching their educational goals by giving them the opportunity to augment classroom instruction with exposure to a real world employment setting.

The County may employ student interns to perform work which will not:

1. Result in the displacement of regular employees or impair existing contracts for service;
2. Fill a vacant position;
3. Be used as a supplemental workforce to enhance or expand the delivery of King County service; or
4. Be primarily clerical in nature.

Work performed by a student intern bears a relationship to his or her formal academic program or career interest.

During the annual body of work review, particular attention is paid to the use of interns to ensure they are not being used to supplant or displace regular employees.

Student interns are exempt from the career service system and are at-will employees. The hiring authority or the student intern may terminate the employment relationship without cause or prior notice.

B. ESTABLISHING A PAID ADMINISTRATIVE INTERNSHIP FOR STUDENTS

An internship is a planned program to provide a student with a meaningful learning experience applicable to the student's field of study. This requires structured assignments coupled with appropriate supervision, evaluation, and feedback. Learning objectives will be developed when considering a student internship opportunity. It is beneficial to have clear job duties that identify the learning objectives or a defined project scope that demonstrates how the learning objectives for each individual will be met.

The procedure for establishing a student internship is as follows:

- 1. Define the Work Program.** Prior to requesting a position for the intern, the hiring authority should define a work program for the intern designed to provide meaningful experience applicable to the student's field of study. The Student Internship Development Worksheet can assist in identifying appropriate work for interns within the agency.
- 2. Contact the Office of Labor Relations.** Prior to establishing a new internship, the hiring authority should contact the Office of Labor Relations to discuss any potential labor relations issues.
- 3. Enter the Position Request into PeopleSoft.** The hiring authority enters the appropriate information into PeopleSoft to initiate the position request.
- 4. Agency Human Resources Service Delivery Manager ("HRSDM") Approval of Request.** After entry of the position request, the agency HRSDM will review the position request. If approved, the request is routed to HRD for review.
- 5. HRD Review of Request.** HRD reviews the request for approval/denial. HRD may contact the hiring authority for additional information, if necessary. HRD will approve/deny the request for a term of up to one year. Following approval of the position request, HRD will submit the request to Central Position Data Management.
- 6. Notify Agency of Approval/Denial.** The individual who initiated the request is notified of the intern approval/denial via PeopleSoft. Upon receipt of approval notification, the agency may initiate the hiring process.
- 7. Creation of the Position.** Central Position Data Management will review the request. If all necessary information is present, it will approve the position creation.
- 8. Identify the Candidate.** The hiring authority identifies the candidate and inputs the name of the student into PeopleSoft.
- 9. Complete the Hire.** Once the candidate has been identified and hours worked verified, the agency may proceed with hiring the employee.

C. AGENCY'S RESPONSIBILITIES UPON HIRE – STUDENT INTERN

- 1. Review Enrollment Criteria.** To qualify as a student intern, students must meet one of the three following enrollment criteria:
 - a. The student is currently enrolled as a full-time student as defined by the school, organization, or institution.
 - i. The student must provide proof of enrollment upon hire.
 - ii. Proof of continued enrollment must be provided each quarter or semester during the regular school year.

- b. The student has been accepted into an educational institution which meets the above requirement, when between institutions (*e.g.*, from high school to college); or
 - c. The student is not currently enrolled but is qualified to work during the summer break. The student must provide proof of continued future enrollment (*e.g.* full-time enrollment in the fall will qualify).
- 2. Input Enrollment Information into PeopleSoft.**
 - 3. Determine Retirement Eligibility.** Human resources staff completes the [Position Eligibility Worksheet](#) and sends it to Benefits, Payroll and Retirement Operations to determine whether a position is eligible for participation in the Washington State retirement system.
 - 4. Complete Initial Hire or Promotion Pay Request Form.** The agency completes an Initial Hire or Promotion Pay Request Form if requesting pay above step 1. The county administrative officer must approve the hiring of an employee above Step 5.
 - 5. Send Appointment Letter to HRD.** The agency provides the intern an appointment letter¹ and forwards a copy of the letter and new hire paperwork to HRD.
 - 6. Enter the employee into PeopleSoft.** The new employee must be entered into PeopleSoft on or before the employee's first day of work.
 - 7. Attend New Employee Orientation.** All new employees must attend the Benefits, Payroll and Retirement Operations NEO, or the equivalent, within seven days.
 - 8. Attend Training.** All new employees must attend the Workplace Harassment and Acceptable Use trainings.
 - 9. Complete General On-Boarding.** Complete any additional paperwork and processes associated with on-boarding a new hire (Form I-9, W-4, direct deposit, etc.).

¹ An Administrative Intern Appointment Letter Template is located at the end of this section.

D. COMPENSATION

Student intern compensation is determined by their academic program which will fall within one of the four following established pay ranges:

Student Intern Compensation		
Intern Classification	Pay Range	Academic Status
Intern 1	11	High School Student
Intern 2	21	Undergraduate
Intern 3	31	Graduate
Intern 4	41	Post-Graduate/Fellowship

Generally, student interns begin at Step 1 of their pay range. Above step one pay rates may be offered in certain circumstances based upon the intern’s program of study, previous experience, class standing, or competing offer(s). Paid student interns are eligible for cost of living adjustments. They may receive a one-step within range increase after each 12-month increment of continuous service in a position provided that the student continues to meet the eligibility criteria and is performing appropriate internship work. Step increases are not required, but may be given at the hiring authority’s discretion. Initial pay above step one requires meeting specific criteria, in accordance with King County Code 3.15.120 (Pay on initial employment).

Student interns are hourly employees under the Fair Labor Standards Act (FLSA) regardless of their classification and are, therefore, overtime eligible. Student interns are ineligible for benefits but do receive a transit pass.

E. STUDENT INTERN POSITION MONITORING

The agency must regularly review the duties performed by student interns to ensure that they are engaged in meeting their learning objectives. It is recommended that the student intern provide a presentation at the end of the internship or at appropriate intervals to demonstrate how the learning objectives were met. Though tracked in PeopleSoft, student interns are not restricted on the number of hours that they may work. However, an analysis will be provided to the CSRC BOW for student interns who work more than 800 hours a year to determine if the assignments are appropriate.

F. TERMINATION

Student interns are at will employees and the employment relationship may be terminated by either party at any time without cause or prior notice. Upon termination of the internship, the agency is encouraged to work with the student intern to determine whether the objectives of the agency’s internship program are being met. To facilitate that determination, a sample exit interview form for student interns follows in the Reference Documents section below.

G. REFERENCE DOCUMENTS

1. Student Intern Appointment Letter Template
2. Student Internship Development Worksheet
3. Exit Survey for Student Intern – Sample

Student Intern Appointment Letter Template

DATE

NAME

ADDRESS

ADDRESS

Dear NAME:

Welcome to King County **division or section**. The purpose of this letter is to confirm your appointment to the position of Student **Intern I, II, III or IV** in the **division** of the King County agency. The effective date of your hire is **DATE**.

This position reports to **supervisor, title**. Your primary work location will be in the **division** offices located at **address**.

This position's standard workweek is **35/40** hours and normal work hours are **8:00 am to 5:00 pm, Monday through Friday**. You may discuss your specific schedule with your supervisor.

In this position you will **summary of duties**. Specific job duties will be discussed with you upon commencement of your employment.

You will be compensated at \$**rate hourly**, which is Step **X** of Range **X** (**King County FLSA Non-Exempt Squared Annual Salary Table**). You will be paid on a **biweekly/ semi-monthly** basis in the PeopleSoft payroll system, with the first pay date for the new position occurring **date**. This position is an hourly position governed by the overtime provisions of the federal Fair Labor Standards Act and/or the Washington State Minimum Wage Act and is eligible for overtime pay or compensatory time accrual. However, you must receive prior approval from your supervisor before working any necessary overtime hours to meet your position responsibilities. Refer to PER 8-2-2 (AEP) 8 "Overtime Pay, Holiday Pay and Compensatory Time in Lieu of Overtime Pay for Hourly Employees as Defined by the Fair Labor Standards Act and the Washington Minimum Wage Act" (June 1, 2008) for more information on the executive policy for hourly employees.

You are required to comply with federal government work authorization requirements. Within the first three days of employment you must present document(s) that identify both your identity and ability to work in the United States. On your first day of work, you will meet with a human resources/payroll staff person who will provide more information.

You are scheduled to attend a New Employee Orientation at **time** on **date**, in Room 121 of the Chinook Building, at the corner of Fifth Avenue and Jefferson Street. Your supervisor will arrange additional training for you including the mandatory Anti-Harassment classroom and web-based Workplace Harassment training.

Student internships are programs that provide students with exposure to workplace activities which are related to the intern's field of study. As a student intern, you are an at-will temporary employee and serve at the pleasure of the hiring authority; either you or the county may terminate your employment at any time with or without cause or prior notice. Student interns are not members of the county's career service system and are not covered by provisions governing the career service system.

The following items are important for you to know:

- You are ineligible for King County benefits but are eligible for a transit pass.
- You may be separated from employment prior to the completion of the assignment without cause or prior notice.
- You do not attain any rights toward career service or regular employment.
- You are not represented by a labor union.
- To be eligible for hire into a career service position you must first compete in a formal selection process.

To qualify as a Student Intern, the following criteria must be met:

- You must be enrolled as a full-time student in a school, organization or institution.
- You must provide proof of full-time enrollment upon hire and throughout employment on a recurring schedule for the regular school year (e.g. quarterly or on a semester basis) in advance of the commencement of the next period of enrollment.
- You must provide proof of continued full-time enrollment to qualify for work during summer break (e.g. proof of enrollment in the fall term will qualify).

Please understand that the provisions of this letter do not constitute an expressed or implied contract but rather a statement of a number of matters important to you. If you have any questions about your position or any information in this letter, please contact **name, title**, at **phone**.

Congratulations on your appointment, and again, welcome to **division**.

Sincerely,

HIRING AUTHORITY

Attachment

cc: **SUPERVISOR**
OTHER
Personnel/Payroll file



King County

**STUDENT
INTERNSHIP DEVELOPMENT
WORKSHEET**

Name: _____

School: _____

Education Track or Program of Study: _____

Learning Objectives of Internship Associated with Program of Study:

1. _____

2. _____

3. _____



King County

Exit Survey for Student Interns - Sample

We hope you enjoyed your learning experience with King County. So that we may learn from your experiences with us, we would appreciate your completing this exit survey. Survey responses provide valuable information the county can use for improving the learning experience of student interns.

Name: _____ **Supervisor/Mentor:** _____

Department/Division: _____ **Employee PeopleSoft Id:** _____

Area of Study/Major: _____ **Dates of Internship:** _____

School Level (circle one): High School, Undergraduate, Graduate, Post-graduate/Fellowship

Were the following reasons important in your decision to intern with King County	Yes	Somewhat	No
Desire to work in the public/government sector after graduation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
King County's reputation as a good learning environment for interns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School credit or meeting an educational requirement from your internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe your internship experience at King County including projects on which you participated and a description of typical daily activities performed

Empty text box for describing internship experience.

Please tell us about your experience at King County	Strongly agree	Agree	Disagree	Strongly disagree
I was able to develop skills related to my area of educational study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understood the learning objectives of my internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I received feedback on progress toward meeting my learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe how this internship complimented your educational learning objectives

Please tell us about your experiences with your supervisor/mentor	Strongly agree	Agree	Disagree	Strongly disagree
My supervisor/mentor was accessible and approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor/mentor exhibited genuine interest in my development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor/mentor provided learning opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for completing the survey. Your responses are valued and appreciated.

Please send completed surveys to: **King County Human Resources Division**
M.S. ADM-ES-0450
500 Fourth Avenue, Room 450
Seattle, WA 98104

Part II

ADMINISTRATIVE INTERN – VETERAN INTERN

A. PURPOSE

King County has established a Veterans' Internship Program called the Heroes Employment Reintegration Opportunity or HERO program. The HERO Program is designed to afford veterans with on-the-job training and work experience to enable them to more effectively compete for civilian jobs and to provide them with the support needed to successfully make the transition from military to civilian employment.

This section provides the policy and processes for aiding executive agencies in participating in the HERO Program by hosting veteran interns. A comprehensive manual for the implementation of the HERO Program is accessible by request to HRD's Employment Services.

The HERO Program is designed for unemployed individuals that have served a minimum of 180 days active duty or mobilized reserve duty in a branch of the U.S. Military, including Army, Navy, Air Force, Marines, Coast Guard or National Guard/Reserve, or fulfilled the military service obligation of at least 6 or 8 years for National Guard/Reserve, and received one of the following characters of discharge: honorable, medical, general, or under honorable conditions; or, a National Guard/Reserve or Service Member currently called up for duty (Article 10 or 32), in process for activation, activated for duty or returning from duty. Individuals with less than 180 days active duty with a medical discharge also qualify under this definition.

The County may employ veteran interns to perform work which will not:

1. Result in the displacement of regular employees or impair existing contracts for service;
2. Fill a vacant position;
3. Be used as a supplemental workforce to enhance or expand the delivery of King County service; or

Work performed by a veteran intern bears a relationship to his or her job skills and/or career interests.

During the annual body of work review, particular attention is paid to the use of interns to ensure they are not being used to supplant or displace regular employees.

Veteran interns are exempt from the career service system and are at-will employees. The hiring authority or the veteran intern may terminate the employment relationship without cause or prior notice.

B. ESTABLISHING A PAID ADMINISTRATIVE INTERNSHIP FOR VETERANS

The HERO Program is facilitated by a coordinator in HRD who is responsible for the overall oversight of the program. The coordinator will work with departments and agencies to develop veteran internship positions that meet the requirements of the program.

Interns work 30 hours per week for a total of six months. The less than full-time schedule allows for the veteran to engage in services such as medical care and counseling as well as dedicate time to job search activities.

The program runs two sessions per year; January-June and July- December. Veteran interns will participate in the program as part of a cohort of interns and receive: comprehensive support services; an assigned veteran mentor on staff; one-on-one supervision from the site supervisor and the coordinator; and job search assistance.

Departments host the veteran intern as an employee, and offer an experience in the spirit of training. The veteran's internship duties are to assist and support the work that is performed in the department. While the veteran may well have all the skills required to perform the job, the experience is designed to provide them with a supported "transition" to civilian work which may require some extra support and training beyond a job specialty skill.

Departments interested in hosting a veteran intern may complete the Department Request for Veteran Intern form and return it to the coordinator. The Department Request for Veteran Intern follows in the Reference Documents section below.

The procedure for establishing a veteran internship is as follows:

1. **Define Work.** The hiring authority should work with the coordinator to define a work program for a veteran intern designed to provide a meaningful experience and exposure to King County government. Veteran interns may not be responsible for decisions about or performance of major tasks, assignments or projects. The duties of the intern may not
 - Result in the displacement of regular employees or impair existing contracts for service;
 - Fill a vacant position;
 - Be used as a supplemental workforce to enhance or expand the delivery of King County service; or be clerical in nature.

The position should offer

- On-the-job training,
- Opportunity to identify transferable skills,
- Build confidence,
- Experience in the civilian work environment, and
- Development of skills to more effectively compete for regular positions throughout King County government.

2. **Request Intern.** Departments, divisions or supervisors interested in hosting an intern can initiate the process by completing a *Department Request for HERO Program Veteran*

Intern form and submit it to the coordinator. Once the form is submitted, the coordinator will work with the department to develop the internship.

3. An Employment Services recruiter will post a job announcement for all veteran internship positions.
4. The recruiter will monitor and screen applications for all veteran internship positions.
5. The recruiter will forward all appropriate qualified applications to the department hiring authority for further review and interviewing.
6. The hiring department will inform the HERO Program coordinator of the final candidate and initiate the hiring process.
7. The HERO coordinator will match the selected intern with a King County employee mentor.

C. AGENCY'S RESPONSIBILITIES UPON HIRE – VETERAN INTERNSHIPS

1. **Notify the HERO coordinator of selection.**
2. **Input Enrollment Information into PeopleSoft.**
3. **Determine Retirement Eligibility.** Human resources staff completes the [Position Eligibility Worksheet](#) and sends it to Benefits, Payroll and Retirement Operations to determine whether a position is eligible for participation in the Washington State retirement system. Complete Initial Hire or Promotion Pay Request Form. The agency completes an Initial Hire or Promotion Pay Request Form if requesting pay above step 1. The county administrative officer must approve the hiring of an employee above Step 5.
4. **Send Appointment Letter to HRD.** The agency provides the veteran intern an appointment letter and forwards a copy of the letter and new hire paperwork to HRD.
5. **Enter the employee into PeopleSoft.** The new employee must be entered into PeopleSoft on or before the employee's first day of work.
6. **Register for New Employee Orientation.** All new employees must attend the Benefits, Payroll and Retirement Operations NEO, or the equivalent, within seven days.
7. **Register for Training.** All new employees must attend the Workplace Anti-Harassment and Acceptable Use trainings. Veteran interns will be encouraged to attend other training opportunities that may be offered to county employees generally.
8. **Complete General Onboarding.** Complete any additional paperwork and processes associated with on-boarding a new hire (Form I-9, W-4, direct deposit, etc.).

D. COMPENSATION

Veteran interns in the HERO Program will be paid at Range 21 of the King County Hourly Squared Table. Dependent upon the agency's agreement for hosting a veteran intern, 50% of the veteran intern's wage may be paid through the Veterans and Human Services (VHS) Levy and reimbursed to the agency upon completion of the six month program.

Generally, veteran interns begin at Step 1 of their pay range. Above step one pay rates may be offered in certain circumstances based upon previous experience or prior wages in the military. Veteran interns are eligible for cost of living adjustments. Because they serve for only six months, interns are not eligible for step increases. Initial pay above step one requires meeting specific criteria, in accordance with King County Code 3.15.120 (Pay on initial employment).

Veteran interns are hourly employees under the Fair Labor Standards Act (FLSA) regardless of their classification and are, therefore, overtime eligible. Veteran interns are ineligible for benefits other than a transit pass.

Based on an agreement between HRD and the Department Community and Human Services, fiduciary of Veterans and Human Services (VHS) Levy funds, departments will be expected to pay the veteran intern's full wages for the duration of the six-month placement and receive reimbursement of the VHS Levy eligible hours at the end of the internship.

The HERO coordinator will inform the department's human resources staff of the protocols and required paperwork needed for the department to receive reimbursement.

E. VETERAN INTERN POSITION MONITORING

The veteran intern's performance and progress will be regularly reviewed by the HERO coordinator and the site supervisor. The HERO coordinator will maintain regular contact with the site supervisor and the mentor to monitor the intern's work as well as ensure that the veteran intern is receiving the support services he or she requires. The site supervisor will be provided evaluation forms to be completed at months three and six.

F. PROGRAM COMPLETION OR TERMINATION

Veteran interns are at will employees and the employment relationship may be terminated by either party at any time without cause or prior notice. Upon termination or completion of the program the veteran intern is encouraged to complete an exit survey to determine whether the objectives of the HERO Program are being met. The Exit Survey for Veteran Interns follows in the Reference Documents section below.

G. REFERENCE DOCUMENTS

1. Department Request for Veteran Intern
2. Veteran Intern Appointment Letter Template
3. Exit Survey for Veteran Interns



King County

Department Request for Veteran Intern

Department:

Division:

Work Site Location:

Manager/Supervisor:

Veteran Intern Job Title:

Who would the intern be directly reporting to on a daily basis?

Please include a one page job description with this form (template provided below). If you'd like to elaborate further on projects the intern will be working on, or provide any additional information beyond that contained in the job description please include that here.

Please note the following expectations of managers who decide to host an Intern:

1. Be able to provide the work space and equipment required to do the job.
2. Meet with the intern on a regular basis to communicate expectations and provide feedback. If you are not in the office regularly please assign a lead or journey level staff to fill this function.
3. Meet with the HERO Program coordinator for check-ins.
4. Complete performance monitoring forms.
5. Supervise the intern throughout the duration of the internship. Interns should not be rotated through different teams unless approved by the Hero Coordinator.
6. Allow the Intern time to attend various internship meetings, trainings, mentor check-ins and activities set up by the HERO Program coordinator.
7. Allow time for the intern to job shadow in another department for a day or so if identified as part of their career preparation with the coordinator.
8. Include interns in as many team meetings and staff trainings as possible.
9. Encourage Interns to get involved with projects that interest them if time permits.
10. Interns **SHOULD NOT** do administrative work all the time unless the internship is designed to learn administrative work. Our internships are meant to be primarily beneficial to the veteran and should focus on becoming job-ready.

Department Request for Veteran Intern Continued

Veteran Internship Description

Job Title:

Opportunity Type: Veteran Internship

Employer Division:

JOB STATUS: Part-time 30 hours per week

Compensation Type: Range 21, Step 1 of Hourly Squared Table

Manager / Supervisor of Intern:

Interns will gain knowledge through experiencing the following areas of learning:

Have an Interest in (list relevant attributes, *e.g.*, prefers working outdoors, enjoys helping the public, etc.):

Work Environment (indoor/outdoor, work with public, work on team, independent, how many staff, offices, cubicles, daylight/no daylight, quiet/loud, active or sedentary, etc.):

QUALIFICATIONS (Please list any required qualifications first and indicate that they are required in each line – examples below are required for every job description):

- Must be a veteran meeting the following criteria: served a minimum of 180 days active duty or mobilized reserve duty in a branch of the U.S. Military, including Army, Navy, Air Force, Marines, Coast Guard or National Guard/Reserve, or fulfilled the military service obligation of at least 6 or 8 years for National Guard/Reserve, and received one of the following characters of discharge: honorable, medical, general, or under honorable conditions. Individuals with less than 180 days active duty with a medical discharge also qualify under this definition. A National Guard/Reserve or Service Member currently called up for duty (Article 10 or 32), in process for activation, activated for duty or returning from duty also qualifies.
- Must be at least 18 years old
- Must be unemployed
- Must be authorized to work in the U.S.
- Have an interest in:

Veteran Intern Appointment Letter Template

DATE

NAME

ADDRESS

ADDRESS

Dear NAME:

Welcome to King County Heroes Employment Reintegration Opportunity (HERO) Program. The purpose of this letter is to confirm your appointment to the position of Veteran Intern in the division of the King County agency. The effective date of your hire is DATE.

This position reports to supervisor, title. Your primary work location will be in the division offices located at address.

This position's standard workweek is 30 hours and normal work hours are [Set out 30 hour workweek hours here], Monday through Friday. You may discuss your specific schedule with your supervisor.

In this position you will summary of duties. Specific job duties will be discussed with you upon commencement of your employment.

You will be compensated at \$rate hourly, which is Step X of Range 21 (King County FLSA Non-Exempt Squared Annual Salary Table). You will be paid on a biweekly/ semi-monthly basis in the PeopleSoft payroll system, with the first pay date for the new position occurring date. This position is an hourly position governed by the overtime provisions of the federal Fair Labor Standards Act and/or the Washington State Minimum Wage Act and is eligible for overtime pay or compensatory time accrual. However, you must receive approval from your supervisor before working any necessary overtime hours to meet your position responsibilities. Refer to PER 8-2-2 (AEP) 8 "Overtime Pay, Holiday Pay and Compensatory Time in Lieu of Overtime Pay for Hourly Employees as Defined by the Fair Labor Standards Act and the Washington Minimum Wage Act" (June 1, 2008) for more information on the executive policy for hourly employees.

You are required to comply with federal government work authorization requirements. Within the first three days of employment you must present document(s) that identify both your identity and ability to work in the United States. On your first day of work, you will meet with a human resources/payroll staff person who will provide more information.

You are scheduled to attend a New Employee Orientation at time on date, in Room 121 of the Chinook Building, at the corner of Fifth Avenue and Jefferson Street. Your supervisor will arrange additional training for you including the mandatory Anti-Harassment classroom and web-based Workplace Harassment training.

The HERO Program is designed to afford veterans with on-the-job training and work experience to enable them to more effectively compete for civilian jobs. As a veteran intern, you are an at-will temporary employee and serve at the pleasure of the hiring authority; either you or the county may terminate your employment at any time with or without cause or prior notice. Veteran interns are not members of the county's career service system and are not covered by provisions governing the career service system.

The following items are important for you to know:

- You are ineligible for King County benefits but are eligible for a transit pass.
- You may be separated from employment prior to the completion of the assignment without cause or prior notice.
- You do not attain any rights toward career service or regular employment.
- You are not represented by a labor union.

Please understand that the provisions of this letter do not constitute an expressed or implied contract but rather a statement of a number of matters important to you. If you have any questions about your position or any information in this letter, please contact **name, title**, at **phone**.

Congratulations on your appointment, and again, welcome to **division**.

Sincerely,

HIRING AUTHORITY

Attachment

cc: **SUPERVISOR**
OTHER
Personnel/Payroll file



King County

Exit Survey for Veteran Interns

We hope you enjoyed your internship experience with King County. So that we may learn from your experiences with us, we would appreciate your completing this exit survey. Survey responses provide valuable information the county can use for improving the HERO Program and its participants.

Name:

Supervisor:

Department & Division:

Job Title

Area of Career Interest:

HERO Mentor:

Dates of HERO internship:

Were the following reasons important in your decision to intern with King County	Yes	Somewhat	No
Desire to work in the public/government sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unable to find employment on my own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When employed I struggled to maintain the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us about your experience at your work site	Strongly agree	Agree	Disagree	Strongly disagree
An adequate orientation to the job was provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I had the resources I needed to fulfill my job duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My co-workers understood my role/duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My co-workers were accepting and helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Please tell us about your internship experience with the HERO Program	Strongly agree	Agree	Disagree	Strongly disagree
The orientation to the HERO Program and King County government was helpful to my success as an intern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It was helpful to be a part of a group of HERO interns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The program provided the extra support I needed to deal with issues that can arise from transitioning from military to civilian employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The resume and job search assistance was useful and will benefit me in future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a result of this experience I have learned more about the career field I am interested in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a result of this internship I am better able to identify my transferable military skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understood the learning objectives of my internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I received useful feedback on my progress toward meeting my learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I learned new skills I can use in future employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a better understanding of King County government and services as a result of this experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a better understanding of job opportunities with King County as a result of this experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know where to find and how to apply for King County jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Because of my HERO Program experience I feel better prepared to find civilian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

employment				
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Please describe how this internship will or will not help you in pursuing future employment

Please tell us about your experiences with your supervisor	Strongly agree	Agree	Disagree	Strongly disagree
My supervisor was accessible and approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor exhibited genuine interest in my development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor provided learning opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor had enough knowledge about veterans and the military to make me feel supported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us about your experiences with your HERO Mentor	Strongly agree	Agree	Disagree	Strongly disagree
My mentor was accessible and approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My mentor exhibited genuine interest in my development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My mentor provided support that was helpful to my success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My mentor was always professional and appropriate in their role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My mentor played an important role in my experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Please tell us about your opinions	Yes	No
I would work for this supervisor again.	<input type="checkbox"/>	<input type="checkbox"/>
I would work for this organization again.	<input type="checkbox"/>	<input type="checkbox"/>
I would recommend this mentor for other participants.	<input type="checkbox"/>	<input type="checkbox"/>
I would recommend this program to other veterans.	<input type="checkbox"/>	<input type="checkbox"/>

What would make the HERO Program better?

What worked well for you in the HERO Program?

Thank you for completing the survey. Your responses are valued and appreciated.

Please send completed surveys to:

**King County Human Resources Division
M.S. ADM-ES-0450
500 Fourth Avenue, Room 450
Seattle, WA 98104**

Or Email to candicestephens@king.county.gov

PART III VOLUNTEER INTERNS

A. PURPOSE

King County supports volunteer (unpaid) internship programs that provide growth and learning opportunities to high school, college, and students in trade schools. This section provides the policy and processes for aiding executive agencies in hiring and managing their volunteer internship programs.

Volunteer internships receive scholastic credit or scholastic recognition for participating in the internship. Volunteer internships assist the students in reaching their educational goals by giving students the opportunity to augment classroom instruction with exposure to a real world government setting.

The County may utilize volunteer interns to perform work which will not:

1. Result in the displacement of regular employees or impair existing contracts for service;
2. Fill a vacant position;
3. Be used as a supplemental workforce to enhance or expand the delivery of King County service; or
4. Be primarily clerical in nature.

Work performed by a volunteer intern bears a relationship to his or her formal academic program or career interest.

Volunteer interns are not King County employees. King County or the intern may terminate the volunteer internship without cause or prior notice.

B. ESTABLISHING A VOLUNTEER INTERN

A volunteer internship is a planned program to provide a student with meaningful learning experience. As voluntary interns are unpaid, the creation of a position is unnecessary. However, before establishing a volunteer intern, the hiring authority should contact the Office of Labor Relations to discuss any potential labor relations issue.

C. STUDENT AFFILIATION AGREEMENTS (Volunteer Interns in the Department of Public Health)

When using interns in the Department of Public Health, a student affiliation agreement is usually signed by the school. Consult with Department of Public Health Human Resources and the Public Health Risk Manager about the need for such an agreement, and how to procure it.

D. ONBOARDING THE VOLUNTEER INTERN

1. Identify a Candidate.

2. Student Affiliation Agreement. If the volunteer intern will be working for the Department of Public Health, inquire with Department of Public Health Human Resources as to whether a Student Affiliation Agreement is in place. If not in place, discuss if one is necessary.

3. Review Enrollment Criteria. To qualify as a student intern, students must meet one of the three following enrollment criteria:

a. The individual is currently enrolled as a full-time student as determined by the school, organization, or institution.

i. The student must provide proof of full-time enrollment.

ii. Proof of continued enrollment must be provided each quarter or semester during the regular school year.

b. The student has been accepted into an educational institution which will meet the above requirement, when between institutions (*e.g.*, from high school to college); or

c. The student is not currently enrolled but is qualified to work during the summer break. The student must provide proof of continuing full-time enrollment (*e.g.* full-time enrollment in the upcoming fall term will qualify).

4. Send Appointment Letter to HRD. The agency provides the volunteer intern an appointment letter and forwards a copy of the letter and Volunteer Services Waiver and Release to HRD HROCS.

5. Transit Pass Eligibility. While volunteer interns are unpaid, they are eligible for a transit pass.

E. VOLUNTEER INTERN POSITION MONITORING

The agency must regularly review the duties performed by interns to ensure that they are engaged in meeting their learning objectives.

F. TERMINATION

Volunteer internships may be terminated by either party at any time without cause or prior notice.

G. REFERENCE DOCUMENTS

1. Volunteer Intern Appointment Letter Template
2. Volunteer Services Waiver and Release



King County

Volunteer Intern Appointment Letter Template

DATE

NAME

ADDRESS

ADDRESS

Dear NAME:

Welcome to King County division or section. The purpose of this letter is to confirm your volunteer internship in the division of the King County agency. The effective date of your internship is DATE.

You report to supervisor, title, who will supervise your learning objectives. Your primary volunteering location will be in the division offices located at address.

Your internship standard week is 35/40 hours and normal hours are 8:00 am to 5:00 pm, Monday through Friday. You may discuss your specific schedule with your mentor.

In this internship you will summary of learning objectives. Specific duties will be discussed with you upon commencement of your internship.

As a volunteer intern, you will be performing hours of service for a public agency for civic, charitable, educational, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. Thus, you will not receive compensation for your contribution. You will be required to sign and submit a waiver of liability which is included at the end of this letter.

The following items are important for you to know:

- You are ineligible for King County benefits but are eligible to receive a transit pass.
- Either you or the county may terminate the internship prior to the completion of the assignment without cause or prior notice.
- You do not attain any rights toward career service or regular employment.
- You are not represented by a labor union.
- To be eligible for hire into a career service position you must first compete in a formal selection process.
- You are ineligible for enrollment in the Public Employees' Retirement System (PERS).

To qualify as a Volunteer Intern, the following criteria must be met:

- You must be enrolled as a full-time student in a school, organization or institution.
- You must provide proof of full-time enrollment upon appointment and throughout your internship.
- You must provide proof of continued full-time enrollment to qualify for an internship during summer break.

Please understand that the provisions of this letter do not constitute an express or implied agreement. If you have any questions about your internship or any information in this letter, please contact **name, title**, at **phone**.

Congratulations on your internship, and again, welcome to **division**.

Sincerely,

HIRING AUTHORITY

Attachment

cc: **SUPERVISOR**
OTHER

I understand and accept the conditions of this internship.

Student Signature

Date

**VOLUNTEER INTERN
WAIVER AND RELEASE**

The undersigned, on behalf of themselves and their estate, hereby waives any right of recovery and releases King County, its officers, officials, employees and agents, from liability arising from any injury to Undersigned, arising from or out of the Undersigned's activities and participation in the volunteer internship at King County

The Undersigned further acknowledges and agrees that King County does not assume any responsibility whatsoever for any property of the Undersigned and the Undersigned shall not hold the county liable for any loss or damage to same. The Undersigned hereby gives permission to be photographed and have their image used in King County publications.

Signature: _____ Date: _____

For youth under 18 years of age: _____ (print) has my
permission to accept a volunteer unpaid internship for King County. Signature of Guardian:
_____ Date: _____

PART IV WORK STUDY STUDENTS

A. PURPOSE

King County supports employing college-level students who qualify for work study. Work study is a program administered by the state that provides funding for employers to employ qualified students. Students gain work experience and financial assistance while employers gain subsidized workers. This section provides the policy and processes for ensuring that executive agencies manage their work study student employees.

Per the county's contract with the State of Washington Work Study Program, the county must, "Ensure that the work performed by the State Work Study student will bear relationship to the student's academic program and/or career interest." The County may utilize work study students to perform work which will not:

1. Result in the displacement of regular employees or impair existing contracts for service;
2. Fill a vacant position;
3. Be used as a supplemental workforce to enhance or expand the delivery of King County service; or
4. Be primarily clerical in nature.

Work performed by work study students may include administrative work, peak workload, short-term needs, project related or seasonal work. Assignments for a work study employee should be appropriate for an entry-level employee.

Work study students are exempt from the career service system and are at-will employees. Either the agency or the student may terminate the employment relationship at any time with or without cause or prior notice.

B. ESTABLISHING A WORK STUDY PROGRAM

Each executive agency is responsible for signing up and receiving approval from the Washington State Higher Education Coordinating Board (HECB) to participate in the Work Study Program.

Following is a list of steps explaining the hiring process:

- 1. Annual Registration with HECB.** Annually, participating agencies must submit Washington State HECB Employer Contract and Profile Form to participating schools and the HECB. The state contacts agencies with a renewal form between May 1 and

September 30 of each year. Registration must be current for the agency to participate in the work study program.

2. **Determine Need.** Assignment for the work study position must be defined prior to posting the position at participating schools.
3. **Enter Data into PeopleSoft.** The hiring authority enters the appropriate information into **PeopleSoft** to initiate review of the request for a new position by HRD.
4. **HRD Review of Request.** HRD reviews the request for approval/denial to ensure compliance with HECB requirements.
5. **Notification of Approval/Denial.** PeopleSoft will notify the hiring authority of the work study student approval/denial via PeopleSoft workflow.
6. **Creation of the Position.** Upon submittal by the agency, the Position Control will review the request and the position will be created. Once the position has been created, the agency may proceed with the hiring process.
7. **Identify Target Schools.** The agency must determine where the work study position will be advertised. This decision may depend on location as well as any particular academic programs present at the institution.
8. **HECB Job Description Form.** For each work study position, the agency must submit an HECB Job Description Form and receive approval from any schools at which the position will be advertised. The form provides general information about the position and defines the minimum requirements. The participating school will post the position to its students.
9. **Selecting a Candidate.** The agency interviews applicants to select a candidate for the position. Before interviewing, the agency may request verification of program eligibility (*e.g.*, a Financial Aid Award Letter or referral letter from the school signed by a school officer listing work study award amount and applicable terms).

C. UPON HIRE

The following must occur upon hiring a work study student:

1. **Determine Retirement Eligibility.** Human resources staff completes the [Position Eligibility Worksheet](#) and sends it to Benefits, Payroll and Retirement Operations to determine whether a position is eligible for participation in the Washington State retirement system.

2. **Complete Initial Hire or Promotion Pay Request Form.** The agency completes an Initial Hire or Promotion Pay Request Form if requesting pay above step 1. The county administrative officer must approve the hiring of an employee above Step 5.
3. **Send Appointment Letter to HRD.** The agency provides the employee an appointment letter and forwards a copy of the letter and new hire paperwork to HRD.
4. **Enter Employee into PeopleSoft.** The new employee must be entered into PeopleSoft on or before the employee's first day of work.
5. **Attend New Employee Orientation (NEO).** All new employees must attend the Benefits, Payroll and Retirement Operations Benefits, Payroll and Retirement Operations NEO, or the equivalent, within seven days.
6. **Attend Training.** All new employees must attend the Workplace Anti-Harassment and Acceptable Use trainings, or the equivalent.
7. **Complete General On-Boarding.** Complete any additional paperwork and processes associated with on-boarding a new hire (Form I-9, W-4, direct deposit, etc.).
8. **Notify Schools.** Upon hiring a work study student, agencies notify the school. Each school may have its own process and paperwork to complete at this point.

D. COMPENSATION

Work study students are exempt from the career service system and are at-will, hourly employees. They must certify hours by recording hours and signing a Work Study Off-Campus Timesheet provided by their school. Agencies verify the hours worked and satisfactory performance by signing the timesheet. The completed timesheet is returned to the appropriate school for processing. Agencies pay the work study student for hours worked directly and Washington State issues a reimbursement check within three to six weeks.

Work study students receive compensation in one of three established pay ranges:

Work Study Student Compensation		
Work Study Classification	Pay Range	Academic Status
Work Study 1	21	Undergraduate
Work Study 2	31	Graduate
Work Study 3	41	Post-Graduate/Fellowship

Generally, work study students begin at Step 1 of their pay range. Above step one pay rates may only be offered in certain circumstances based upon the student's program of study, previous

experience, class standing, or competing offer(s). Work study students are eligible for cost of living adjustments. They may receive a one-step within range increase after each 12-month increment of continuous service in a position. Step increases are not required, but may be provided at the hiring authority's discretion. Initial pay above step one requires meeting specific criteria, in accordance with King County Code 3.15.120 (Pay on initial employment). Work study students are hourly employees under the FLSA regardless of their classifications and, are therefore, overtime eligible. Work study students are ineligible for benefits but do receive a transit pass.

E. WORK STUDY STUDENT POSITION MONITORING

A student's financial aid award letter sets the maximum amount the work study program will reimburse. The county receives 65% reimbursement of the student's wages; therefore it is important to monitor the number of hours worked and associated costs. The HECB will not reimburse the county for work exceeding the award amount. Work study students may not remain in a work study classification after they exceed the maximum amount of reimbursement from the work study program.

Based upon their financial aid award, students may work full-time during winter, spring and summer breaks and part-time during the normal school year. Though tracked in PeopleSoft, work study students are not restricted on the number of hours that they may work but the HECB will only reimburse the agency up to the amount of the award.

F. REFERENCE DOCUMENTS

1. Comprehensive List of All Washington State Work Study Eligible Schools
2. Washington State HECB Employer Contract and Profile Form
3. Work Study Appointment Letter

School	City	Telephone
Antioch University	Seattle	206.441.5352
Bastyr University	Kenmore	425.823.1300
Bates Technical College	Tacoma	253.680.7000
Bellevue Community College	Bellevue	425.564.1000
Bellingham Technical College	Bellingham	360.738.0221
Big Bend Community College	Moses Lake	509.793.2222
Cascadia Community College	Bothell	425.352.8000
Central Washington University	Des Moines	206.439.3800

School	City	Telephone
Central Washington University	Ellensburg	509.963.1111
Central Washington University	Everett	425.259.8900
Central Washington University	Kent	253.856.9595
Central Washington University	Lakewood	253.964.6636
Central Washington University	Lynnwood	425.640.1574
Central Washington University	Moses Lake	509.793.2384
Central Washington University	Wenatchee	509.665.2600
Central Washington University	Yakima	509.574.6894
Centralia Community College	Centralia	360.736.9391
Clark Community College	Vancouver	360.699.6398
Clover Park Technical College	Lakewood	253.589.5800
Columbia Basin College	Pasco	509.547.0511
Cornish College of the Arts	Seattle	206.726.5151
Eastern Washington University	Cheney	509.359.6200
Edmonds Community College	Lynnwood	425.640.1459
Everett Community College	Everett	425.388.9100
Gonzaga University	Spokane	509.328.4220
Grays Harbor Comm. College	Aberdeen	360.532.9020
Green River Community College	Auburn	253.833.9111
Heritage University	Toppenish	509.865.8500
Highline Community College	Des Moines	206.878.3710
Lake Wash. Inst. Of Technology	Kirkland	425.739.8100
Lower Columbia College	Longview	360.442.2311
North Seattle Comm. College	Seattle	206.527.3600
Northwest University	Kirkland	425.822.8266
Northwest Indian College	Bellingham	360.676.2772
Olympic Community College	Bremerton	360.792.6050
Pacific Lutheran University	Tacoma	253.531.6900
Peninsula College	Port Angeles	360.452.9277
Pierce College	Lakewood	253.964.6500
Renton Technical College	Renton	425.235.2352
Saint Martin's University	Lacey	360.491.4700

School	City	Telephone
Seattle Central Comm. College	Seattle	206.587.3800
Seattle Pacific University	Seattle	206.281.2000
Seattle University	Seattle	206.296.6000
Seattle University Law School	Seattle	206.398.4000
Seattle Vocational Institute	Seattle	206.587.4950
Shoreline Community College	Seattle	206.546.4101
Skagit Valley College	Mt. Vernon	360.416.7600
So. Puget Sound Com. College	Olympia	360.754.7711
So. Seattle Community College	Seattle	206.764.5300
Spokane Community College	Spokane	509.533.7000
Spokane Falls Comm. College	Spokane	509.533.3500
Tacoma Community College	Tacoma	253.566.5000
The Evergreen State College	Olympia	360.867.6000
Trinity Lutheran College	Everett	425.249.4777
University of Puget Sound	Tacoma	253.879.3100
University of Washington	Bothell	425.352.5000
University of Washington	Seattle	206.543.2100
University of Washington	Tacoma	253.692.4000
Walla Walla University	College Place	509.527.2615
Walla Walla Community College	Walla Walla	509.522.2500
Washington State University	Pullman	509.335.3564
Washington State University	Spokane	509.358.7500
Washington State University	Richland	509.372.7000
Washington State University	Vancouver	360.546.9788
Wenatchee Valley Comm. College	Wenatchee	509.682.6800
Western Washington University	Bellingham	360.650.3158
Whatcom Community College	Bellingham	360.383.3000
Whitman College	Walla Walla	509.527.5111
Whitworth University	Spokane	509.777.1000

School	City	Telephone
Yakima Valley Comm. College	Yakima	509.574.4600

Employer Contract and Business Profile



STATE OF WASHINGTON WORK STUDY PROGRAM

EMPLOYER CONTRACT

THIS CONTRACT, entered into this _____ day of _____, 20____, by and among the Higher Education Coordinating Board, an agency of the state of Washington, hereinafter called the "Board," or a public postsecondary institution(s) acting as an instrument of the Board in the placement of students, hereinafter called the "Institution," and _____, an eligible Employer, hereinafter referred to as the "Employer."

WITNESSETH:

WHEREAS, the Board has been appropriated funds from the state of Washington, pursuant to RCW 28B.12, to stimulate and promote part-time educationally-related employment of students who are in need of the income from such employment to pursue courses at institutions of postsecondary education; and

WHEREAS, the Employer is a non-profit organization or a profit-making business entity which does not have a direct association with a controlling sectarian organization; and

WHEREAS, the Board, the Institution, and the Employer desire that certain students engage in work under the State Work Study Program authorized by RCW 28B.12; and

WHEREAS, the Employer is in a position to utilize the services of such students;

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree for themselves as follows:

A. Employer Responsibilities: General

To be eligible for and to receive reimbursement, the Employer agrees to:

1. Utilize the services of students referred to it by the Institution(s) who are eligible to participate in the State Work Study Program, who provide documentation of eligibility, and who are qualified and acceptable to the Employer. A detailed job description and the pay range for each position must be set forth on a "Job Description" form, or its equivalent, submitted to and approved by each participating Institution;
2. Comply with all appropriate federal, state, and local laws;
3. Employ students to perform only work which will not:
 - a. Result in displacement of regular employees, impair existing contracts for services, or fill positions which are vacant because regular employees are involved in a labor dispute;
 - b. Replace positions occupied by regular employees during the current or prior year or any position currently or formerly occupied by Higher Education Personnel classified staff;
 - c. Be sectarian-related; or
 - d. Involve any partisan or non-partisan political activity;
4. Ensure that the work performed by the State Work Study student will bear relationship to the student's formal academic program and/or career interest;
5. Pay each student an hourly rate which is at least equal to the entry level rate for comparable positions within the employing organization;
6. Pay each student on a per-hour worked basis. The student may not be compensated on a completion-of-project or salaried basis;
7. Supervise in a reasonable manner the work performed by the student(s);
8. Maintain a daily record of the hours worked by each student on a form approved by the Board for that purpose;
9. Regulate the number of hours worked to ensure that no student works more than an average of the 19 hours reimbursable per week over the period of enrollment for which the student has received an award or a maximum of the 40 hours reimbursable per week during vacation periods, unless the Institution has specified that the student work fewer hours per week, in which case the Employer will regulate the hours accordingly;
10. Notify the Institution of any change affecting the student's employment; and
11. Complete the attached Business Profile, and also provide the Institution or the Board, upon request, additional information substantiating its eligibility as an Employer, information on its employee classification/compensation plan, and/or a current financial statement confirming its fiscal solvency.
12. The employer agrees to:
 - a. Put in place procedures to safeguard the integrity, confidentiality, and appropriate use of the Board's electronic systems and all data obtained through the Board's electronic systems;
 - b. Use the Board's electronic systems only for official business and to take reasonable care to protect all user names, passwords, and any subsequent forms of user authentication from use by unauthorized persons;

- c. Not use any personally identifiable student data obtained from the Board's electronic systems to conduct research or other studies unless express written consent is obtained from the Board's executive director or his representative;
 - d. Report promptly to the Board any incident or act that would threaten and/or compromise the security or integrity of the Board's electronic systems including any compromise or suspected compromise of passwords; and
 - e. Take reasonable care to prevent the introduction of any code that could cause harm to the Board's electronic systems or data.
- B. Employer Payroll and Reimbursement Responsibilities:
- The Employer further agrees to:
- 1. Pay directly to employed students by check or direct deposit their total compensation less appropriate deductions at least once a month, at a rate of pay at least equal to the entry level salary (starting hourly rate or wage) of comparable positions within the employing organization;
 - 2. Bear the costs of employee benefits, including all payments due as an employer's contribution under the State Worker's Compensation laws or Federal Employment Compensation Act (federal agencies only), federal Social Security laws, and other applicable laws;
 - 3. Bear the full cost of any commission, bonus, or other special compensation paid the student in addition to the agreed-upon hourly rate of pay;
 - 4. Claim reimbursement only for wages:
 - a) That do not represent hours of work in excess of maximum number of hours subject to reimbursement under this contract;
 - b) Certified under oath as paid by check or direct deposit to students certified as eligible by the Institution; and
 - c) For hours actually worked by the student.
 - 5. Submit to the Institution's appropriate office a completed timesheet for each student employee hired through the State Work Study Program according to the schedule provided by the Institution. In the event the Institution does not establish a schedule, THE TIMESHEET MUST BE SUBMITTED WITHIN 15 DAYS OF THE END OF THE PAYROLL PERIOD;
 - 6. Submit timesheets for any student(s) who earned compensation or was paid during the month of June to the Institution by the deadline established by the Institution or July 10th, whichever is earlier, and adhere to state labor standards by providing student employee with appropriate rest and meal periods;
 - 7. Waive and forfeit all claims for reimbursement of compensation earned or paid to students but not reported or submitted to the Institution as required under Section B (5) and B (6) of this Contract; and
 - 8. Make available upon request by Board and other state of Washington personnel, its payroll records for students paid under this Contract for audit purposes.
- C. By approving and processing Job Descriptions, the Institution(s) agree(s) to:
- 1. Determine which students meet the eligibility requirements for employment under the State Work Study program in accordance with rules and regulations and guidelines established by the Higher Education Coordinating Board;
 - 2. Refer to the Employer only those students eligible for the program who appear to be qualified for employment, after exercising the priorities in placing students in accordance with the rules and regulations by which the State Work Study Program is administered; and
 - 3. Notify the Employer of any student who may become ineligible.
- D. The Board agrees to reimburse the Employer for a percentage of the student's total State Work Study financial aid award. Reimbursement will be a percentage of the total payroll paid to students under this Contract as stated on the Job Description form. Reimbursement will be paid monthly upon receipt of the Employer's properly completed State Work Study timesheets, which have been sent to the Institution. Public postsecondary institutions(s) may reimburse the Employer on behalf of the Board. Private postsecondary institution(s) will forward the timesheets to the Board for reimbursement. No reimbursement will be made if such information is received after the calendar deadlines established by this Contract and the Institution(s).
- E. All Parties agree:
- 1. This Contract and Business Profile, in conjunction with the Job Description form approved by each institution, constitutes an agreement to participate in the program and to comply with the contract provisions;
 - 2. The total reimbursable payroll shall consist of the hourly rate of compensation paid a student multiplied by the number of reimbursable hours of work performed by a student. The maximum number of reimbursable hours of work may not average more than 19 hours per week over the period of enrollment for which the student has received a State Work Study award or exceed a maximum of 40 hours per week during vacation periods. The Institution may specify that a student work fewer hours per week than the maximum. The number of hours any student may work during any period must be agreed upon prior to commencement of employment;
 - 3. The following priorities must be exercised in the placement of students:
 - a) Placement of Washington state residents;
 - b) Employment in fields related to the student's academic or vocational pursuits; or
 - c) In community service placements or in placements that meet Washington's economic development goals.
 - 4. Complaints by either the employee or Employer regarding lack of compliance with this Contract should be referred to the appropriate office at the Institution for settlement. If resolution cannot be reached, appeal may be made to the Higher Education Coordinating Board;
 - 5. This Contract shall be subject to the availability of funds granted for this program. It shall also be subject to the provisions of RCW 28B.12, the regulations adopted thereunder, and all legislation and regulations pertaining to the State Work Study Program adopted subsequently;
 - 6. This Contract may be terminated by the Board or the Employer if there is failure by the other party to comply with its provisions; and

7. This Contract will remain in effect until the end of the academic year, which is June 30 immediately following the effective date of this Contract. The Contract may be renewed by the Employer for the subsequent academic year by completing a renewal form, which will be mailed to the employer prior to the expiration date. In the case of a first year contract filed between April and June, the second year renewal is handled automatically by the Board.

The completed SWS contract substitutes for submission of IRS Form W-9.

I certify that:

1. The number shown on this form is my correct taxpayer identification number and;
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. person (includes a U.S. resident alien).
4. If business is an individual sole proprietor or limited liability sole proprietor, provide the Individuals Name and Social Security Number here: _____
 _____-_____-_____

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA) and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (For further instructions contact IRS).

IN WITNESS HEREOF, the parties hereto have executed this contract the day and year first above written.

Employer Information (Print or Type)

Name of Employing Business Organization

Street

City, State & Zip Code

Email

(_____) _____ (_____) _____
Phone Number Fax Number

IRS Federal Employer Identification Number (EIN)
(Contract will not be approved if left blank)

Unified Business Identification Number (UBI Number)

Employer Type:	
1. ___ Non-Profit	3. ___ Public
2. ___ For Profit	

Address to which reimbursement should be sent if different from the above address.

IRS Tax Type:

1. ___ Individual Sole Proprietor
2. ___ Limited Liability Company-Sole Proprietor
3. ___ Partnership
4. ___ Limited Liability Company-Partnership
5. ___ Corporation
6. ___ Limited Liability Company-Corporation
7. ___ Federal Agency
8. ___ State Agency
9. ___ Local Government

Signed By:

Name of Employer Representative (Print or Type)

Signature & Date of Employer Representative

Institution Code or Name: _____
(For College Use Only: To be supplied by the college)

Signed By:

HECB/Public Postsecondary Institution Representative

Title

Date

The completed Employer Contract and Business Profile should be mailed by the employer to:

Name of Participating Institution
Student Employment Office
Street Address
City, State, Zip

OR

State Work Study
Higher Education Coordinating Board
917 Lakeridge Way
PO Box 43430
Olympia, WA. 98504-3430

Work Study Appointment Letter Template

DATE

NAME

ADDRESS

ADDRESS

Dear NAME:

Welcome to King County division or section. The purpose of this letter is to confirm your appointment to the position of Work Study I, II, or III in the division of the King County agency. The effective date of your hire is DATE.

This position reports to supervisor, title. Your primary work location will be in the division offices located at address.

This position's standard workweek is 35/40 hours and normal work hours are 8:00 am to 5:00 pm, Monday through Friday. You may discuss your specific schedule with your supervisor.

In this position you will summary of duties. Specific job duties will be discussed with you upon commencement of your employment.

You will be compensated at \$rate hourly, which is Step X of Range X (King County FLSA Non-Exempt Squared Annual Salary Table). You will be paid on a biweekly/ semi-monthly basis in the PeopleSoft/MSA payroll system, with the first pay date for the new position occurring date. This position is an hourly position governed by the overtime provisions of the federal Fair Labor Standards Act and/or the Washington State Minimum Wage Act and is eligible for overtime pay or compensatory time accrual. However, you must receive prior approval from your supervisor before working any necessary overtime hours to meet your position responsibilities. Refer to PER 8-2-2 (AEP) 8 "Overtime Pay, Holiday Pay and Compensatory Time in Lieu of Overtime Pay for Hourly Employees as Defined by the Fair Labor Standards Act and the Washington Minimum Wage Act" (June 1, 2008) for more information on the executive policy for hourly employees.

You are required to comply with federal government work authorization requirements. Within the first three days of employment you must present document(s) that identify both your identity and ability to work in the United States. On your first day of work, you will meet with a human resources/payroll staff person who will provide more information.

You are scheduled to attend a New Employee Orientation at time on date, in Room 121 of the Chinook Building, at the corner of Fifth Avenue and Jefferson Street/ or the equivalent. Your supervisor will arrange additional training for you including the mandatory Anti-Harassment classroom and web-based Workplace Anti-Harassment training.

Work study is a program that provides students with exposure to workplace activities which are related to the intern's field of study. As a work study student, you are an at-will temporary employee and serve at the pleasure of the hiring authority; either you or the county may terminate your employment at any time with or without cause or prior notice. Work study students are not members of the county's career service system and are not covered by provisions governing the career service system.

The following items are important for you to know:

- You are ineligible for King County benefits but are eligible for a transit pass.
- You may be separated from employment prior to the completion of the projected work schedule without cause or prior notice.
- You do not attain any rights toward career service or regular employment.
- You are not represented by a labor union.
- You are ineligible for hire into a career service position unless you have competed in a formal selection process.

To qualify as a Work Study student, you must be enrolled as a student as defined by the school, organization or institution (King County will accept each individual institution's definition of full-time); you must provide proof of full-time enrollment upon hire and throughout employment on a recurring schedule for the regular school year (*e.g.*, quarterly or semester basis) in advance of the commencement of the next recurring schedule; and your work with the county may not exceed your financial aid award.

Please understand that the provisions of this letter do not constitute an expressed or implied contract but rather a statement of a number of matters important to you. If you have any questions about your position or any information in this letter, please contact **name, title**, at **phone**.

Congratulations on your appointment, and again, welcome to **division**.

Sincerely,

HIRING AUTHORITY

Attachment

cc: **SUPERVISOR**
OTHER
Personnel/Payroll file

APPENDICES

APPENDIX A: Definitions

Administrative Interns:

A.1. "Administrative interns" means employees who are :

a. enrolled full-time during the regular school year in a program of education, internship or apprenticeship; or

b. veterans temporarily working to gain practical workforce experience.

2. All administrative internships in executive departments shall be approved by the manager.

Administrative interns are exempt from the career service under Section 550 of the charter.

(KCC 3.12.010 (A))

Annual Body of Work (BOW) Review:

(t)he executive shall conduct an annual review as described herein. By March 1 of each year, beginning March 1, 1999, each executive agency and administrative office shall prepare and submit to the committee a comprehensive report documenting its use of part-time and temporary employees, other than probationary and provisional employees, in the preceding calendar year. Within 60 days of submission of the above reports, the committee shall make a factual determination as to whether an ongoing, relatively stable and predictable body of work on an annualized basis has been identified. If the committee determines that such a body of work exists, the committee may recommend: (1) the creation of any new part-time or full-time regular career service position(s); or (2) the filling of an existing vacant career service position in which the work is being performed by a temporary or part-time employee(s); or (3) the creation of a term-limited temporary employee position; or (4) the cessation of the work. If the committee identifies such a body of work, but the committee does not make any of the recommendations described above, the agency must discontinue the use of part-time or temporary employees to perform that work. If the committee recommends creation of a regular career service position, but the executive does not recommend or the council does not create such a position, the agency shall discontinue performance of the pertinent body of work by temporary or part-time employees. Any regular career service

position created as a result of this process will be filled by a competitive hiring process. The reports of each agency and of the committee and the records of their proceedings shall be considered disclosable public records and shall also be made available to the council upon request.

(KCC 3.12A.030)

Benefits-Eligible: Full-time regular, part-time regular, provisional, probationary and term-limited temporary employees shall receive leave benefits as referenced in K.C.C 3.12.040. Full-time regular, part-time regular, provisional, probationary and term-limited temporary employees shall be eligible for medical, dental, life, disability, and vision benefits, except in those instances where contrary provisions have been agreed to in the collective bargaining process and to the extent such benefits are available through insurers selected by the county.

Career Service Position:

all positions in the county service except for those designated otherwise by Section 550 of the King County Charter, as follows:

...all positions in the county service except for those which are designated by Section 550 of the charter as follows: All elected officers; the county auditor, the clerk and all other employees of the county council; the county administrative officer; the chief officer of each executive department and administrative office; the members of all boards and commissions; administrative assistants for the executive and one administrative assistant each for the county administrative officer, the county auditor, the county assessor, the chief officer of each executive department and administrative office and for each board and commission; a chief deputy for the county assessor; one confidential secretary each for the executive, the chief officer of each executive department and administrative office, and for each administrative assistant specified herein; all employees of those officers who are exempted from the provisions of this chapter by the state constitution; persons employed in a professional or scientific capacity to conduct a special inquiry, investigation or examination; part-time and temporary employees; administrative interns; election precinct officials; all persons serving the county without compensation; physicians; surgeons; dentists; medical interns; and student nurses and inmates employed by county hospitals, tuberculosis sanitariums and health departments of the county.

Divisions in executive departments and administrative offices as determined by the county council shall be considered to be executive departments for the purpose of determining the applicability of Section 550 of the charter.

All part-time employees shall be exempted from career service membership except, all part-time employees employed at least half time or more, as defined by ordinance, shall be members of the career service.

(KCC 3.12.010(G))

Career Service Review Committee (CSRC):

...the career service review committee which shall consist of the following three permanent members: the county executive or his or her designee; the chief officer of the office of budget or successor organizational unit, or his or her designee; and the manager of the human resources management division or successor organizational unit, or his or her designee; and one member representing the agency whose body of work and/or employees are then under review.

(KCC 3.12A.020)

Contingent Worker: a temporary worker who is not a regular, provisional, probationary or appointed King County employee. King County has six types of contingent workers:

- Term-Limited Temporary Employees
- Short-Term Temporary Employees
- Contract Workers Non-Employees
- Administrative Interns Employees
- Volunteer Interns
- Work Study Students

Regular Position:

a position established in the county budget and identified within a budgetary unit's authorized full time equivalent (FTE) level as set out in the budget detail report.

(KCC 3.12.010(BBB))

Volunteer Interns:

volunteers who are also enrolled full-time during the regular school year in a program of education, internship or apprenticeship who are receiving scholastic credit or scholastic recognition for participation in the internship.

(KCC 3.12.010 (KKK))

Work Study Students:

a student enrolled or accepted for enrollment at a post-secondary institution who, according to a system of need analysis is approved by the higher education coordinating board, demonstrates a financial inability, either parental, familial or personal, to bear the total cost of education for any semester or quarter.

(KCC 3.12.010 (LL))